



**CITY COUNCIL REGULAR MEETING**

**April 27, 2026**

**6:00 PM**

**COUNCIL CHAMBERS**

**1. Call to Order**

**2. Invocation, Pledge of Allegiance**

2.1. Mr. Ed Mitchell will lead the invocation and pledge.

**3. Open Policy Making and Legislative Session**

**4. Approve Agenda**

**5. Presentations and Reports**

**6. Consent Agenda**

6.1. MOA-Florida Department of Corrections & City of Crestview

6.2. Approval for the minutes dated February 9, 2026, and February 23, 2026.

6.3. Panama City Police Department CJIS MOU Renewal

6.4. Affordable Housing Committee's Report of Recommendations

**7. Public Hearings / Ordinances on Second Reading**

7.1. Ordinance 2020 Aplin/Brookmeade Rezoning

**8. Ordinances on First Reading**

**9. Resolutions**

**10. Action Items**

10.1. Federal Foreiture Purchases

10.2. Emergency Purchase - West Griffith Storm Pipe Replacement

**11. City Clerk Report**

11.1. Council Boards Appointments

## **12. City Manager Report**

12.1. Financial Update - Finance Director

12.2. City Manager Updates

12.3. Department Report- Administrative Services

## **13. Comments from the Mayor and Council**

## **14. Comments from the Audience**

## **15. Adjournment**

The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a white card. The card must be submitted to the Mayor or Mayor Pro Tem. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Natasha Peacock, City Clerk at [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org) or 850-628-1560 option 2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Stephen McCosker, Police Chief, Brian McCallum, Major  
DATE: 04/23/2026  
SUBJECT: MOA-Florida Department of Corrections & City of Crestview

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## **BACKGROUND:**

The Florida Department of Corrections (FDC) maintains canine tracking units at several institutions for the purpose of apprehending escaped offenders. The FDC is prepared to offer the assistance of these units to local law enforcement agencies to aid in the apprehension of escaped individuals as well as missing or endangered persons. The Crestview Police Department (Agency) has determined a need for these services and has requested that this assistance be made available upon their request.

## **DISCUSSION:**

This Memorandum of Agreement (MOA) establishes the terms under which the FDC will provide canine tracking assistance to the Agency. Key provisions include:

**Agreement Term:** The initial term begins August 29, 2026 (or the date of the final signature) and concludes on August 28, 2031.

**Renewal Option:** The Department may renew the agreement for an additional five (5) years upon written consent from both parties.

**Service Institutions:** Assistance will be provided by units from Santa Rosa Correctional Institution, Walton Correctional Institution, or Okaloosa Correctional Institution.

**Operational Deployment:** \* Activation requires approval from the respective Institution's Warden.

-Each tracking unit will consist of a canine sergeant and two correctional officers.

-If a unit is unavailable at the primary institution, the Central Office Emergency Action Center (EAC) will coordinate a unit from another location.

**Agency Responsibilities:** \* The Agency must provide information regarding the level of risk involved in the search (e.g., if the person is armed or has a history of violence).

-A certified law enforcement officer from the Agency must accompany the tracking unit during searches for suspects or escapees.

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Organizational Capacity, Effectiveness & Efficiency*- To efficiently & effectively provide the highest quality of public services

**Quality of Life**- these areas focus on the overall experience when provided by the city.

*Safety*- Ensure the continuous safety of citizens and visitors

### **FINANCIAL IMPACT**

The parties acknowledge that this Agreement does not create any financial obligations between them. Each party agrees to be responsible for its own costs incurred while performing duties under this agreement.

### **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the Memorandum of Agreement (Agreement #A5886) between the Florida Department of Corrections and the Crestview Police Department.

### **Attachments**

1. A5886 Crestview Police Department Final

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE FLORIDA DEPARTMENT OF CORRECTIONS**  
**AND**  
**CRESTVIEW POLICE DEPARTMENT**

This Memorandum of Agreement (“Agreement”) is between the Florida Department of Corrections (“Department”) and the Crestview Police Department (“Agency”), which are the parties hereto.

**WITNESSETH**

WHEREAS, the Department is responsible for the inmates and for the operation of, and supervisory and protective care, custody, and control of, all buildings, grounds, property, and matters connected with the correctional system in accordance with Section 945.04, Florida Statutes (F.S.);

WHEREAS, several of the Department’s Institutions have canine tracking units used for apprehending escaped offenders;

WHEREAS, the Department wishes to render the assistance of its canine tracking units, upon request, to State and local law enforcement agencies that may require assistance in the apprehension of escaped offenders and missing or endangered persons, to the extent that it is lawfully able to do so without impeding its primary mission; and

WHEREAS, the Agency has requested assistance be available upon their determination of need.

NOW THEREFORE, subject to controlling law, rules, regulations, or to other governing policies and procedures, and in consideration of the mutual promises expressed herein, the parties agree as follows:

**I. AGREEMENT TERM AND RENEWAL**

A. Agreement Term

This Agreement shall begin on August 29, 2026, or the date it is signed by both parties, whichever is later, and shall end on August 28, 2031. In the event this Agreement is signed by the parties on different dates, the latter date shall control.

B. Agreement Renewal

The Department has the option to renew this Agreement, in whole or in part, for up to an additional five (5) years beyond the initial term, upon written agreement of both parties, and upon the same terms and conditions contained herein. Exercise of a renewal option shall be conditioned, at minimum, on the Agency’s performance of the Agreement. The Department, if it desires to exercise the renewal option, will provide written notice to the Agency no later than 30 calendar days prior to the Agreement’s expiration date.

**II. SCOPE OF AGREEMENT**

**A. Definitions**

The capitalized terms used in this Agreement, unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

1. Agreement Administrator: The Department employee, or designee, who is responsible for maintaining the official Agreement file, drafting and processing all amendments, maintaining records of all formal correspondence between the parties regarding the administration of this Agreement, and terminating the Agreement, if necessary.
2. Agreement Manager: The Department or Agency employee, or their designee, who is responsible for enforcing the performance of the Agreement terms and conditions and operational management of the Agreement, and shall serve as liaisons between each party and the other.
3. Institution: As used herein refers to Santa Rosa Correctional Institution, Walton Correctional Institution, or Okaloosa Correctional Institution, correctional Institutions that house Inmates in the custody of the Department.
4. Warden: The Department employee responsible for supervising the governance, discipline, and policy of their assigned correctional Institution and enforcing all orders and rules.

**B. Overview**

The parties shall work together to maximize the efficiency of the administration of the Department’s canine tracking units by facilitating the exchange of information between the parties and utilizing a team problem-solving approach to address the issues facing their respective offices.

**C. Responsibilities of the Department**

1. The Department will provide the assistance of the canine tracking units from the Santa Rosa Correctional Institution, Walton Correctional Institution, or Okaloosa Correctional Institution as requested by the Agency, in accordance with applicable Department rules and procedures. However, the Department’s ability to provide the assistance of the canine tracking units will be subject to operational constraints. Therefore, this Agreement does not imply or create any liability if the Department is unable to provide such assistance.
2. Authorization to provide assistance must be approved by the Warden before a canine tracking unit can be activated and deployed by the Institution where the request for assistance was received.
3. The Warden will select the canine tracking unit, which will consist of the canine sergeant and two (2) correctional officers.
4. In the event that a canine tracking unit is not available from the Institution where the request was received, the Warden will contact the Central Office Emergency Action Center (EAC) on-call officer or staff for assistance to be provided from another canine tracking unit. The on-call officer or staff will determine the closest available canine tracking unit(s) and dispatch them, if necessary.

D. Responsibilities of the Agency

1. The Agency’s Agreement Manager listed in Section IV., B., Agreement Managers, shall request the assistance of a canine tracking unit from the Institution listed in Section IV., B., Agreement Managers. The Agency may request direct assistance through the Department’s EAC by calling (850) 922-6867, if the Warden is not immediately available, or the Agency is requesting assistance after business hours or on weekends.
2. The Agency agrees that the Agency’s supervising authority shall provide the Department information concerning the level of risk that will be involved in the search (e.g., whether the tracked person is armed, has a history of violence, is thought to have committed violent offenses, or has a history of a mental disorder that could cause confrontational behavior).
3. The Agency, when requesting assistance, must provide a certified law enforcement officer to accompany the canine tracking unit when the purpose of the search is the apprehension of a suspect or escapee.

E. Regulations Governing Use

Failure of the Agency, or any of its personnel, to comply with the terms of this Agreement may result in the suspension of canine tracking unit services.

III. **FINANCIAL OBLIGATIONS**

The parties acknowledge that this Agreement does not create financial obligations between the parties. If costs are incurred as a result of either, or both of the parties performing their duties or responsibilities under this Agreement, each party agrees to be responsible for their own costs.

IV. **AGREEMENT MANAGEMENT**

A. Agreement Administrator

The title, address, and telephone number of the Agreement Administrator are:

Contract Administrator  
 Bureau of Procurement  
 Florida Department of Corrections  
 501 South Calhoun Street  
 Tallahassee, Florida 32399-2500  
 Telephone: (850) 717-3700  
 Email: [ContractAdmin@fdc.myflorida.com](mailto:ContractAdmin@fdc.myflorida.com)

B. Agreement Managers

The parties have identified the following individuals as Agreement Managers.

**FOR THE DEPARTMENT:**

J. Danny Rummel  
 Correctional Services Manager  
 501 South Calhoun Street  
 Tallahassee, Florida 32399  
 Telephone: (850) 717-3248  
 Email: [Jonathan.Rummel@fdc.myflorida.com](mailto:Jonathan.Rummel@fdc.myflorida.com)

**FOR THE AGENCY:**

Stephen G. McCosker  
 Chief of Police  
 201 Stillwell Boulevard  
 Crestview, Florida 32539  
 Telephone: (850) 682-3544  
 Email: [McCoskers@crestviewpd.org](mailto:McCoskers@crestviewpd.org)

**FOR THE DEPARTMENT:**

Warden  
Okaloosa Correctional Institution  
3189 Colonel Greg Malloy Road  
Crestview, Florida 32539  
Telephone: (850) 682-0931  
Email:  
[OkaloosaCI.WardenOffice@fdc.myflorida.com](mailto:OkaloosaCI.WardenOffice@fdc.myflorida.com)

**FOR THE DEPARTMENT:**

Warden  
Walton Correctional Institution  
691 Institution Road  
De Funiak Springs, Florida 32433  
Telephone: (850) 951-6401  
Email:  
[WaltonCI.WardenOffice@fdc.myflorida.com](mailto:WaltonCI.WardenOffice@fdc.myflorida.com)

**FOR THE DEPARTMENT:**

Warden  
Santa Rosa Correctional Institution  
5850 East Milton Road  
Milton, Florida 32583  
Telephone: (850) 981-5199  
Email:  
[SantaRosaCI.WardenOffice@fdc.myflorida.com](mailto:SantaRosaCI.WardenOffice@fdc.myflorida.com)

**V. REVIEW AND MODIFICATION**

Upon request of either party, both parties will review this Agreement in order to determine whether its terms and conditions are still appropriate. The parties agree to renegotiate the terms and conditions hereof if it is mutually determined that significant changes in this Agreement are necessary. There are no obligations for either party to agree to amend the Agreement terms.

Upon execution of this Agreement, with the exception of changes to Section IV. AGREEMENT MANAGEMENT, modifications shall be valid only through the execution of a formal written amendment to the Agreement. Any changes in the information contained in Section IV. AGREEMENT MANAGEMENT, may be provided to the other party, in writing, and a copy of the written notification shall be maintained in the official Agreement record.

**VI. TERMINATION**

A. Termination at Will

This Agreement may be terminated at any time upon the mutual consent of both parties or unilaterally by either party, without cause, upon no less than 30 calendar days' written notice, unless a lesser time is mutually agreed upon by both Parties. Notice shall be delivered by certified mail (return receipt requested) or other delivery methods whereby an original signature is obtained, or in-person with proof of delivery.

B. Termination for Cause

This Agreement may be terminated with 24 hours' written notice by the Department or the Agency for any failure of either party to comply with the terms of this Agreement or any applicable Florida law. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

C. Termination for Unauthorized Employment of Transport

Violation of the provisions of the Immigration and Nationality Act related to "Unlawful employment of aliens" in Section 274A (8 U.S.C. 1324a) or "Bringing in and harboring certain aliens" in Section 274 (8 U.S.C. 1324) shall be grounds for unilateral cancellation of this Agreement.

**VII. OTHER CONDITIONS**

A. Public Records Law

The Agency agrees to: (a) keep and maintain public records required by the Department in order to perform the service or the Agreement obligations; (b) upon request from the Department’s custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the Agreement if the Agency does not transfer the records to the Department; and (d) upon completion of the Agreement, transfer, at no cost, to the Department all public records in possession of the Agency or keep and maintain public records required by the Department to perform the service or the Agreement obligations. If the Agency transfers all public records to the Department upon completion of the Agreement, the Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Agency keeps and maintains public records upon completion of the Agreement, the Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department’s custodian of public records, in a format that is compatible with the information technology systems of the Department. Pursuant to Section 287.058(1)(c), (F.S.), the Department is allowed to unilaterally cancel the Agreement for refusal by the Agency to allow public access to all documents, papers, letters, or other material made or received by the Agency in conjunction with the Agreement, unless the records are exempt from Section 24(a) of Art. I of the State Constitution and Section 119.07(1), F.S.

**If the Agency has questions regarding the application of Chapter 119, Florida Statutes, to the Agency’s duty to provide public records relating to the Agreement, contact the custodian of public records at:**

**Florida Department of Corrections**

**ATTN: Public Records Unit**

**501 South Calhoun Street**

**Tallahassee, Florida 32399-2500**

**Telephone: (850) 717-9774**

**Fax: (850) 922-4355**

**Website:**

**[https://floridadoc.govqa.us/WEBAPP/rs/\(S\(mxurvkh004wtw1eym m15f4x\)\)/SupportHome.aspx](https://floridadoc.govqa.us/WEBAPP/rs/(S(mxurvkh004wtw1eym m15f4x))/SupportHome.aspx)**

B. Sovereign Immunity

The Department and the Agency are State agencies or political subdivisions as defined in Section 768.28, F.S., and agree to be fully responsible for acts and omissions of their own agents or employees to the extent permitted by law. Nothing herein serves as a waiver of sovereign immunity by either party to which sovereign immunity may be applicable. Further, nothing herein constitutes consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement.

C. Confidentiality

The Agency shall ensure all staff assigned to this Agreement maintain confidentiality with reference to individuals receiving services in accordance with applicable local, State, and federal laws, rules, and regulations. The Department and the Agency agree that all information and records obtained in the course of providing services under this Agreement shall be subject to confidentiality and disclosure provisions of applicable federal and State statutes, and regulations or procedures adopted pursuant thereto.

The parties agree to keep all personnel information of the other party (i.e., staff telephone numbers, addresses, etc.) strictly confidential and shall not disclose said information to any person, unless released in writing, by the other party.

D. Independent Contractor Status

The Agency is an independent contractor in the performance of its duties and responsibilities under this Agreement. The Department will neither have nor exercise any control or direction over the methods by which the Agency shall perform its work and functions other than as provided herein. This Agreement is not a partnership or a joint venture between the parties

E. Disputes

Any dispute arising from this Agreement shall be resolved informally by the Agreement Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Assistant Deputy Secretary of Institutions. The Assistant Deputy Secretary of Institutions shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agency, the Agreement Manager, and the Agreement Administrator.

F. Notices

All notices required or permitted by this Agreement shall be given, in writing, and by hand-delivery or email, to the respective addresses of the parties as set forth in Section IV. AGREEMENT MANAGEMENT. All notices by hand-delivery shall be deemed received on the date of delivery, and all notices by email shall be deemed received when they are transmitted and not returned as undelivered or undeliverable if sent on a business day between the hours of 8 a.m. and 5 p.m. All notices by email transmitted after 5 p.m. shall be deemed received on the following business day unless the Agreement specifies otherwise. Either party may change the names, addresses, or telephone numbers set forth in Section IV. AGREEMENT MANAGEMENT, by written notice given to the other party as provided above.

G. Prison Rape Elimination Act (PREA)

The Agency shall comply with the national standards to prevent, detect, and respond to prison rape under the Prison Rape Elimination Act (PREA), 28 C.F.R. Part 115. The Agency's staff who will not enter the secured perimeter, but can be on property in the presence of an inmate, shall also comply with all Department policies and procedures that relate to PREA (see Department Procedure 602.053, "Prison Rape: Prevention, Detection, and Response") and immediately report any suspected/reported PREA violations to the Agreement Manager for the Department and the Warden's office verbally and follow up with a written notification to the Agreement Manager and Warden's office within 24 hours of learning about the suspected PREA violation.

H. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum, or exhibit attached hereto, nor term, provision, or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

I. Cooperation with Inspector General

In accordance with Section 20.055(5), F.S., the Agency understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

J. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any unforeseeable delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, pandemics, strikes, or labor disputes.

K. Americans with Disabilities Act (ADA)

The Agency shall comply with the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101. In the event of the Agency's noncompliance with the nondiscrimination clauses, the ADA, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended, in whole or in part, and the Agency may be declared ineligible for further Agreements.

L. Cooperation with the Florida Senate and the Florida House of Representatives

In accordance with Section 287.058(7), F.S., the Agency agrees to disclose any requested information, relevant to the performance of this Agreement, to members or staff of the Florida Senate or the Florida House of Representatives, as required by the Florida Legislature. The Agency is strictly prohibited from enforcing any nondisclosure clauses conflictive with this requirement.

N. Health Insurance Portability and Accountability Act (HIPAA)

The Agency shall comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all applicable regulations promulgated thereunder. Agreement to comply with HIPAA is evidenced by the Agency's execution of this Agreement

O. E-Verify

It is unlawful for any person to knowingly employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within this state, an alien who is not duly authorized to work by the immigration laws of the United States, the Attorney General of the United States, or the United States Secretary of the Department of Homeland Security, in accordance with Section 488.09, F.S.

P. Governing Law and Venue

This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

**AGENCY:  
CRESTVIEW POLICE DEPARTMENT**

SIGNED  
BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
FEIN: \_\_\_\_\_

**FLORIDA DEPARTMENT OF CORRECTIONS**      **Approved as to form and legality, subject to execution.**

|                                    |                                      |
|------------------------------------|--------------------------------------|
| SIGNED<br>BY: _____                | SIGNED<br>BY: _____                  |
| NAME: <u>J. Olyn Long</u>          | NAME: <u>Kristen Clemons</u>         |
| TITLE: <u>Procurement Director</u> | TITLE: <u>Deputy General Counsel</u> |
| DATE: _____                        | DATE: _____                          |



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Natasha Peacock, City Clerk  
DATE: 04/23/2026  
SUBJECT: Approval for the minutes dated February 9, 2026, and February 23, 2026.

## **BACKGROUND:**

The City Council routinely approves minutes from prior meetings.

## **DISCUSSION:**

The draft minutes were distributed to the Council before the meeting.

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Financial Sustainability-* Achieve long term financial sustainability

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Infrastructure-* Satisfy current and future infrastructure needs

*Communication-* To engage, inform and educate public and staff

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Community Character-* Promote desirable growth with a hometown atmosphere

*Safety-* Ensure the continuous safety of citizens and visitors

*Mobility-* Provide safe, efficient and accessible means for mobility

*Opportunity-* Promote an environment that encourages economic and educational opportunity

*Play-* Expand recreational and entertainment activities within the City

*Community Culture-* Develop a specific identity for Crestview

## **FINANCIAL IMPACT**

N/A

## **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the City Council Meeting minutes of February 9, 2026 & February 23, 2026.

**Attachments**

1. 02092026 DRAFT\_City\_Council\_Regular\_Meeting\_Minutes
2. 02232026\_DRFAFT\_City\_Council\_Regular\_Meeting\_Minutes\_

**City Council Minutes**  
**February 9, 2026**  
**6:00 PM**  
**Council Chambers**

**1. Call to Order**

Mr. Echols offered an invocation before the meeting was called to order.

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor Pro Tem Doug Capps. Council members present: Mayor Pro-Tem Doug Capps and Council members: Brandon Frost, Shannon Hayes, Dusty Allison, and Sylvester Echols. Also present: City Manager Jessica Leavins, City Clerk Natasha Peacock, City Attorney Jonathan Holloway, and various staff members.

**2. Invocation, Pledge of Allegiance**

The Pledge of Allegiance was led by Mr. Echols.

**3. Open Policy Making and Legislative Session**

Mayor Pro Tem Capps declared a quorum was present with Mr. Frost and Mayor Whitten not in attendance.

**4. Approve Agenda**

Mayor Pro Tem Capps called for action to approve the Agenda.

Motion by Council member Echols and seconded by Council member Hayes to approve the agenda, as presented.

Roll Call: Ayes: Shannon Hayes, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

**5. Presentations and Reports**

**6. Consent Agenda**

Mayor Pro Tem Capps called for action to approve the Consent Agenda.

Motion by Council member Allison and seconded by Council member Hayes to approve the Consent Agenda, as presented.

Roll Call: Ayes: Shannon Hayes, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

6.1. RFP 26-11-13 PMO RC Track Cover- Proposal Award

6.2. Approval of the minutes from the January 12, 2026, Regular City Council meeting.

**7. Public Hearings / Ordinances on Second Reading**

7.1. Ordinance 2017 Okaloosa Gas Franchise Agreement

Mr. Holloway the City Attorney informed Council of pertinent information pertaining to Ordinance 2017. He stated that Ordinance 1586 was adopted on August 10, 2015, creating and authorizing a natural gas utility franchise within the City, through which Okaloosa Gas District obtained the right to provide natural gas to customers within the City. Since the initial creation of the franchise, the City and Okaloosa Gas District determined that certain provisions of the franchise should be amended. These changes serve to conform and modernize the franchise terms to industry practices and municipal needs. Additionally, the ordinance serves to extend the term of the franchise for an

additional 10 years, beginning on March 1 2026. He then asked the City Clerk to read Ordinance 2017 by title.

City Clerk Natasha Peacock read Ordinance 2017 by title:

**ORDINANCE: 2017**

**AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, RELATING TO A NATURAL GAS UTILITY FRANCHISE TO THE OKALOOSA GAS DISTRICT, CREATED UNDER THE LAWS OF THE STATE OF FLORIDA; PROVIDING FOR THE RIGHT, AUTHORITY, EASEMENT AND PRIVILEGE TO INSTALL, OPERATE AND MAINTAIN A NATURAL GAS MANUFACTURING PLANT OR PLANTS, NATURAL GAS TRANSMISSION AND DISTRIBUTION SYSTEM AND SUCH OTHER NECESSARY FACILITIES FOR THE PURPOSE OF PROVIDING NATURAL GAS SERVICES TO ALL CLASSES OF CUSTOMERS WITHIN THE CITY OF CRESTVIEW, FLORIDA; PROVIDING FOR PROVISIONS UPON TERMINATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Pro Tem Capps called for action to approve Ordinance 2017 on Second Reading and to send for signatures.

Motion by Council member Hayes and seconded by Council member Allison to approve Ordinance 2017 on Second Reading and to send for signatures.

Roll Call: Ayes: Shannon Hayes, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

**8. Ordinances on First Reading**

**8.1. Ordinance 2018 Certified Recovery Residences**

City Planner Dawn Barnes stated that last year, Florida Statutes Section 397.487 was amended to require municipalities to adopt an ordinance establishing procedures for the review and approval of certified recovery residences within their jurisdictions. The amendments to Statute include requirements for the ordinance to include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence. It requires a written application process, a date-stamp of the application upon receipt, and dictates the timelines and conditions related to review and approval of the application.

Ms. Barnes then asked the City Clerk to read Ordinance 2018 by title.

City Clerk Natasha Peacock then read Ordinance 2018 by title:

**ORDINANCE 2018**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA; CREATING SECTION 7.05.09 OF THE LAND DEVELOPMENT CODE TO UPDATE PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCE REQUESTS TO COMPLY WITH FLORIDA STATUTES; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Pro Tem Capps called for action to approve Ordinance 2018 on First Reading and move to Second Reading.

Motion by Council member Allison and seconded by Council member Hayes to approve Ordinance 2018 on First Reading and move to Second Reading.

Roll Call: Ayes: Shannon Hayes, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

**9. Resolutions**

**10. Action Items**

CPTA-P0536 Grant - Economic Development Plan

10.1.

Strategic Initiatives Director (SID) Nicholas Schwendt informed the council that last year, the City made an application for a grant through Florida Commerce to develop a Strategic Economic and Development Plan. The plan, as proposed, will assess the workforce, land-use assets, and branding, with clear goals and implementation steps, to position the City to facilitate sustainable growth, enhanced competitiveness, and long-term resilience. The scope of work is more specifically defined to include a kick-off meeting, an economic assessment, engagement with relevant stakeholders, a marketing review and report of recommendations, and a strategic plan/action plan to support the achievement of identified objectives. To proceed in this process, the agreement must be approved by the City Council before execution.

Mayor Pro Tem Capps called for action to approve the agreement and direct staff to execute as necessary.

Motion by Council member Allison and seconded by Council member Hayes to approve the CPTA-P0536 Grant agreement and direct staff to execute as necessary.

Roll Call: Ayes: Shannon Hayes, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

**11. City Clerk Report**

**12. City Manager Report**

12.1. City Manager Updates

City Manager Jessica Leavins informed the Council that there is a road to name. That road, as she presented on the screen, is a small stretch between Enzor Road and Arena Road. Staff has worked diligently with the County to create some suggestions but we would like to get a consensus from the Council on that name. The options are Valor Way, Honor Way or Courage Way.

Council ensued in a brief discussion of why the name had to change.

Ms. Leavins informed Council that this was a request from the 911 system for concerns of Public Safety.

The council reached a consensus on the name of Valor Way.

The City Manager moved to her next item, which dealt with a bird sanctuary. The city has an ordinance that allows the council and mayor to designate certain areas of the city as bird sanctuaries. Ms. Leavins requested that the Council designate the McMahon Environmental Center as the local bird sanctuary. There are no additional rules or regulations with that, except for adding signage to that area.

Mayor Pro Tem Capps asked for action by the Council to designate the McMahon Environmental Center as a bird sanctuary.

Motion by Council member Hayes and seconded by Council member Echols to designate the McMahon Environmental Center as a bird sanctuary.

Roll Call: Ayes: Shannon Hayes, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

Ms. Leavins then updated the Council that school-speed zone cameras are being installed this week. Initial warning signs have been posted, with the actual cameras being installed on Wednesday. There is a 30-day grace period, and once the cameras have been calibrated, they will then go live to issue violations. The City Manager then informed Council that their attendance will be required at the next CRA (Crestview Redevelopment Agency) meeting because there will be an update concerning the speakers installed on Main Street.

She then asked if the Council had any questions or concerns.

Mr. Hayes asked for a briefing concerning the downtown learning center.

Ms. Leavins then stated that last year the city entered into a lease for a facility on Main Street adjacent to Desi's building. But upon further review, there was some significant structural damage. The city has been working with a contractor, engineers, and the property owner to address and fix those issues so that we can have a safe facility. During the CRA meeting that was before this council meeting, this project was approved by that board.

### **13. Comments from the Mayor and Council**

Council member Allison wanted to remind the public that the Mardi Gras parade has been rescheduled for March 7th.

Councilmember Hayes thanked everyone for coming.

Mayor Pro Tem Capps informed the public of the upcoming Unity Walk at the end of February, then he mentioned the groundbreaking ceremony at the north Neighborhood Wal-Mart. Mayor Pro Tem Capps noted that one of the developers informed him how professional the staff at the city was, and it was enjoyable.

### **14. Comments from the Audience**

The Mayor Pro Tem Capps asked for any comments from the public.

Mr. Mike Montebiano, 650 Territory Lane, suggested extending the name of Valor Way.

Ms Sara Searfoss, 6260 Old Bethel Road, informed the public that certain agencies are looking for donations that can be brought to the next meeting. She then spoke about different events that are happening around the city. Ms. Searfoss then invited all elected officials to a town meeting.

**15. Adjournment**

Mayor Pro Tem Capps adjourned the meeting at 6:31 p.m

Minutes approved this \_\_ day of \_\_, 2026.

\_\_\_\_\_  
JB Whitten  
Mayor

\_\_\_\_\_  
Natasha S Peacock  
City Clerk CMC  
*Proper Notice having been duly given*

DRAFT

**City Council Minutes  
February 23, 2026  
6:00 PM  
Council Chambers**

**1. Call to Order**

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor JB Whitten. Council members present: Brandon Frost, Shannon Hayes, Dusty Allison, and Sylvester Echols. Also present: City Manager Jessica Leavins, City Clerk Natasha Peacock, City Attorney Jonathan Holloway, and various staff members. Mayor Pro Tem Doug Capps was not in attendance for this meeting.

**2. Invocation, Pledge of Allegiance**

Ms. Sara Searfross led the Invocation and Pledge of Allegiance.

**3. Open Policy Making and Legislative Session**

Mayor Whitten declared a quorum present, with Mayor Pro Tem Doug Capps excused.

**4. Approve Agenda**

Mayor Whitten called for action to approve the Agenda.

Motion by Council member Hayes and seconded by Council member Frost to approve the agenda, as presented.

Roll Call: Ayes: Shannon Hayes, Brandon Frost, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

**5. Presentations and Reports**

**5.1. Friends of the Library Update — Paul Farnsworth**

Mr. Paul Farnsworth, President of the Friends of the Crestview Library, presented an update to the Council. He noted that the organization is an all-volunteer 501(c)(3) nonprofit registered with the State of Florida and whose primary mission is to promote and support the Robert L.F. Sykes Library and meet community needs by encouraging library use, with a current membership of 58.

Mr. Farnsworth highlighted the organization's accomplishments for fiscal year 2026, which included funding and serving refreshments for the library's Noel Night event; purchasing a popcorn machine and snow cone machine for library and city-wide Parks and Recreation use; purchasing and assembling three picnic tables on the library grounds; acquiring a display case that significantly increased the circulation of items previously hidden from patron view; purchasing sensory boards for the children's area; funding lunch for library staff during

countywide training; and funding a high school diploma scholarship through the Okaloosa County Public Library Cooperative. Total expenditures for fiscal year 2026 were approximately \$13,000.

Mr. Farnsworth stated that the organization raises the majority of its funds through biannual book sales, which require significant volunteer effort to sort, box, store, and transport books. He reported that the most recent book sale was the organization's most successful to date.

Mr. Farnsworth informed the Council that the organization's primary challenge going forward is securing permanent, climate-controlled storage for book inventory, as the current arrangement at the community center is no longer available. He estimated storage costs at approximately \$3,000 per year and asked for the City's assistance in identifying a permanent solution that would serve both the City's and the organization's needs.

Mayor Whitten commended Mr. Farnsworth on the organization's accomplishments and noted his personal history with the original Friends of the Library organization. He stated that any outstanding issues regarding storage would be addressed during the City Manager's report.

## **6. Consent Agenda**

Mayor Whitten called for action to approve the Consent Agenda.

Mr. Frost requested that item 6.1 be pulled for discussion.

Mayor Whitten called for action to approve Consent Agenda items 6.2, 6.3, and 6.4.

Motion by Council member Allison and seconded by Council member Hayes to approve Consent Agenda items 6.2–6.4, as presented.

Roll Call: Ayes: Shannon Hayes, Brandon Frost, Sylvester Echols, Dusty Allison. All ayes.  
Motion carried.

Mayor Whitten called for discussion of Consent Agenda item 6.1.

Council Member Frost asked for clarification on item 6.1. City Manager Jessica Leavins clarified the matter.

Mayor Whitten called for action to approve Consent Agenda item 6.1.

Motion by Council member Allison and seconded by Council member Frost to approve Consent Agenda item 6.1, as presented.

Roll Call: Ayes: Shannon Hayes, Brandon Frost, Sylvester Echols, Dusty Allison. All ayes.  
Motion carried.

6.1. WWTP Fencing

6.2. ECSC Utilities for Southwest Crestview Bypass Change Order #3

6.3. Okaloosa County Tax Collector Gas Line Easement

6.4. Falcon Roadway Style Patch Truck Purchase

**7. Public Hearings / Ordinances on Second Reading**

**8. Ordinances on First Reading**

**9. Resolutions**

**10. Action Items**

**10.1. City Clerk Employment Agreement**

City Attorney Jonathan Holloway provided background on the City Clerk position, noting that the City of Crestview transitioned to an appointed City Clerk when the form of government changed in 2019. The first appointed City Clerk served from November 2022 until November 9, 2025. Natasha Peacock served as Deputy City Clerk and then as Interim City Clerk to ensure continuity of the Office. At the Special City Council meeting on January 20, 2026, Ms. Peacock was among three candidates selected to interview for the City Clerk position. Following that process, the Council appointed Ms. Peacock as City Clerk and approved contract negotiations between the City Manager, City Attorney, and Ms. Peacock. Mr. Holloway stated that the proposed employment agreement is included in the agenda packet and is formatted for greater clarity than the previous City Clerk’s contract, though similar in overall terms.

Mayor Whitten called for action to approve the employment agreement for the City Clerk.

Motion by Council member Frost and seconded by Council member Hayes to approve the employment agreement for the City Clerk, as presented.

Roll Call: Ayes: Shannon Hayes, Brandon Frost, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

**11. City Clerk Report**

**12. City Manager Report**

**12.1. Financial Update — Finance Director**

Finance Director Gina Toussaint informed the Council that the financial presentation includes the January disbursements and the income and expense report for the month of December 2025. Also provided is the cash carry forward schedule for the quarter ending December 2025, which

reflects an unrestricted cash balance of \$7 million. Ms. Toussaint stated that she would be happy to answer any questions. There were none.

## **12.2. City Manager Updates**

City Manager Jessica Leavins began by thanking Mr. Farnsworth for his presentation and expressing appreciation for his spirit of cooperation. She stated that she intended to meet with him following the meeting to discuss future plans. Ms. Leavins clarified that it was never the City's intention for the Friends of the Library to vacate their storage space within five days and emphasized the desire to work collaboratively toward a permanent long-term plan.

Ms. Leavins updated the Council on the school speed zone cameras. The cameras are fully installed and are currently in a warning-only phase. The next planned installation is at Davidson Middle School, and the City is working with all relevant agencies on the permitting process.

Ms. Leavins informed the Council that the City is currently transitioning Foxwood Estates and Foxwood Addition to city utility services. She noted that while Foxwood Estates is within city limits, the Foxwood Addition is not. She requested Council approval to waive the utility deposit and out-of-city fee for the first ninety (90) days for customers transitioning from county service, as the county will be refunding their deposits but not on a timeline that aligns with customers beginning city service.

Mayor Whitten called for action to approve waving the deposit and out-of-city fee for transitioning Foxwood customers for the first ninety (90) days.

Motion by Council member Hayes and seconded by Council member Echols to approve waiving the deposit and out-of-city fee for Foxwood Estates and Foxwood Addition customers transitioning to city utilities for the first ninety (90) days.

Roll Call: Ayes: Shannon Hayes, Brandon Frost, Sylvester Echols, Dusty Allison. All ayes. Motion carried.

## **12.3. Monthly Council Report — Community Development**

City Manager Jessica Leavins presented the monthly Council report for the Community Development Department. She updated the Council on new projects approved, including a new Chick-fil-A, a brewery on Main Street, and other new developments.

Mayor Whitten asked if the Council had any questions for the City Manager.

Council Member Hayes asked the City Manager to elaborate on Senate Bill (SB) 180. Ms. Leavins explained that SB 180 restricts what cities can do with respect to development regulations. She noted that the bill was originally intended to assist communities struck by multiple hurricanes in rapid succession, where the law was preventing homeowners from rebuilding after devastation. Although that situation did not apply to Crestview, the City remains subject to the same restrictions. In practical effect, the bill prevents municipalities from imposing new restrictions on development and has been interpreted very broadly. Numerous lawsuits have been filed statewide, both by cities challenging the law and by developers

challenging local restrictions. The City has exercised caution and has not joined any of those lawsuits. Ms. Leavins noted that Senator Gaetz is proposing legislation that would provide relief from these restrictions and restore local governments' ability to address development in their communities.

**13. Comments from the Mayor and Council**

Mayor Whitten asked for comments from the Council.

Mayor Whitten welcomed Council Member Echols, noting that he had missed his first meeting, and invited him to share any comments. Council Member Echols stated that he was glad to be on the Council, expressed enthusiasm to learn, and thanked the Council for their support.

Council Member Hayes stated that he was glad to be present.

Council Member Frost offered brief comments regarding the Winter Olympics.

Mayor Whitten informed the Council about upcoming events related to the America 250 commemorative programming.

**14. Comments from the Audience**

Ms. Sara Searfross thanked the elected officials who attended the recent town hall meeting and extended an invitation to the next meeting. She provided an update on other agencies active in the city.

Mayor Whitten thanked Ms. Searfross for hosting the town hall but noted that future invitations to elected officials would need to go through proper channels so that participation by one or more elected officials could be appropriately noticed.

Mr. Mitchell addressed the Council regarding the upcoming Regional Area Medical (RAM) health event, to be held at the high school in May, and noted that volunteers are needed.

**15. Adjournment**

Mayor Whitten adjourned the meeting at 6:38 p.m.

Minutes approved this \_\_\_ day of \_\_\_\_\_, 2026.

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**JB Whitten**  
Mayor

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Natasha S. Peacock, City Clerk CMC  
Proper Notice having been duly given

DRAFT



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Brian McCallum, Major, Stephen McCosker, Police Chief  
DATE: 04/23/2026  
SUBJECT: Panama City Police Department CJIS MOU Renewal

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## **BACKGROUND:**

The Crestview Police Department (CA) and the Panama City Beach Police Department (LCA) are both recognized criminal justice agencies that utilize law enforcement technology systems. To access state and national Criminal Justice Information (CJI) via these systems, both agencies must comply with the Federal Bureau of Investigation (FBI) and Florida Department of Law Enforcement (FDLE) Security Policies (CJIS). This agreement establishes the framework for sharing vendor personnel security screening data to ensure all personnel accessing the system meet stringent state and federal background requirements.

## **DISCUSSION:**

This agreement establishes a formal framework for the secure sharing of vendor personnel security screening data between the agencies. The purpose of this framework is to ensure that all vendor personnel with potential access to CJI have successfully completed the required background screening and are authorized in accordance with CJIS requirements, including but not limited to Section 5.12 (Personnel Security) and related provisions governing access control, security awareness training, and ongoing compliance.

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Financial Sustainability-* Achieve long term financial sustainability

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Safety-* Ensure the continuous safety of citizens and visitors

## **FINANCIAL IMPACT**

There is no direct fiscal impact associated with this administrative agreement. By designating a Lead Contract Agency for security screenings, the Crestview Police Department achieves administrative efficiency by avoiding duplicative background investigation processes for shared vendor personnel.

**RECOMMENDED ACTION**

Staff respectfully requests a motion to authorize the Mayor to sign and execute the Lead Contract Agreement for Interagency Information Sharing between the Panama City Beach Police Department and the Crestview Police Department.

**Attachments**

1. PCPD MOU 4.21.2026



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Nicholas Schwendt, Strategic Initiatives Director  
DATE: 04/23/2026  
SUBJECT: Affordable Housing Committee's Report of Recommendations

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**BACKGROUND:**

In April of 2024, the City of Crestview took the steps necessary to establish an Affordable Housing Advisory Committee (AHAC), pursuant to the statutory requirements for participation in the State Housing Initiative Partnership (SHIP) program.

Per those same statutory standards, and due to the size of our allocation, the AHAC is required to meet only once each Local Housing Assistance Plan cycle (once every three years, typically) to carry out the responsibilities enumerated in the statute. Per Florida Statutes Sec. 420.9076, the AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Crestview housing activities that impact the production of affordable housing. Additionally, the AHAC is specifically directed by statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076(a)-(k).

**DISCUSSION:**

The attached report, based on a template provided by the Florida Housing Finance Committee, evaluates the above as required by statute, and consolidates it into a concise format. There are no recommendations formed to adopt any new incentive strategies, but there are recommendations for the City to implement the provisions of certain strategies via amendments to the Comprehensive Plan and Land Development Code. These include adoption of a requirement to consider the effect of code and policy changes as it pertains to the cost of housing, adoption of density bonus provisions, and adoption of expedited review of development orders and permits for affordable housing developments. The report also provides a general timeframe for the completion of each recommended action.

You'll find that this report is substantially similar to the previous report from 2024. This is because of the delays we've experienced in the adoption of the Comprehensive Plan updates, which has hindered our ability to adopt further updates which would implement the provisions recommended by the AHAC. In December of 2024, the Comprehensive Plan amendment ordinance for our Evaluation and Appraisal (EAR) update (an overall update required once every seven years) was approved at first reading, and was transmitted to the State. The state provided comments to us, including one major comment requiring an update to our Water Supply Plan. As we continued to work on this subsequent plan, Senate Bill 180 was adopted by the State, which was found to have precluded other local governments' abilities to properly adopt updates to their Comprehensive Plan in other areas of the State. Staff, along with our consultant on the project, have since begun evaluating our proposed plan update and have remained in contact with the state to ensure that its adoption is not hindered by Senate Bill 180. Once the EAR update to the Comprehensive Plan is adopted, staff may begin implementation of the recommendations within this report within the Comprehensive Plan and within the Land Development Code.

The report was approved by the AHAC on April 20th, and has been forwarded for your consideration and adoption of the recommended actions therein.

### **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Infrastructure-* Satisfy current and future infrastructure needs

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Community Character-* Promote desirable growth with a hometown atmosphere

*Opportunity-* Promote an environment that encourages economic and educational opportunity

*Community Culture-* Develop a specific identity for Crestview

### **FINANCIAL IMPACT**

There is no financial impact anticipated through the adoption of the proposed recommendations.

### **RECOMMENDED ACTION**

Staff respectfully requests adoption the Affordable Housing Advisory Committee Report of Recommendations.

### **Attachments**

1. City of Crestview 2026 AHAC Report of Recommendations

**City of Crestview**  
**Affordable Housing Advisory Committee**  
**2026 Report of Recommendations**

Affordable Housing Advisory Committee  
Report to Board of City of Crestview  
SHIP Affordable Housing Incentive Strategies

SUBMITTED TO: CITY OF CRESTVIEW CITY COUNCIL                      DATE SUBMITTED: April 27, 2026

SUBMITTED TO: FLORIDA HOUSING FINANCE CORPORATION                      DATE SUBMITTED: April 22, 2026

PREPARED BY: Nicholas Schwendt

**BACKGROUND**

As a recipient of State Housing Initiative Partnership funds, the City of Crestview established an Affordable Housing Advisory Committee on April 24<sup>th</sup>, 2023, as required by the Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the City of Crestview housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

As approved by the City Council, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

**COMMITTEE COMPOSITION**

The City Council appointed or re-appointed members to the Committee on March 9<sup>th</sup>, 2026. Florida Statutes, Sec. 420.9076(2) lists the categories from which committee members must be selected. Each AHAC must have a locally elected official from the county or municipality participating in the SHIP program. The locally elected official must be a city councilperson. The elected official will count as a member of the AHAC for purposes of meeting the number of members requirements. There must be at least eight committee members, but not more than eleven, with representation from at least six of the following categories:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in

connection with affordable housing.

- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

The appointed AHAC Committee members are included here, along with their category affiliation:

| Name              | Category Represented   | Date Appointed |
|-------------------|--|----------------|
| 1. Shannon Hayes  | Elected Official   | 3/09/26        |
| 2. Nitsi Bennett  | A citizen engaged in the residential home building industry in connection with affordable housing.                                 | 3/09/26        |
| 3. Derek Lott     | A citizen engaged in the banking or mortgage banking industry in connection with affordable housing.                               | 3/09/26        |
| 4. Doug Shepheard | A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing. | 3/09/26        |
| 5. Cecil Williams | A citizen who is actively engaged as a not-for-profit provider of affordable housing.  | 3/09/26        |
| 6. Robert Bounds  | A citizen who actively serves on the local planning agency.  | 3/09/26        |
| 7. Alex Barthe    | A citizen who represents employers within the jurisdiction.  | 3/09/26        |
| 8. Josh Vargason  | A citizen who represents essential services personnel, as defined in the local housing assistance plan.                            | 3/09/26        |

## AFFORDABLE HOUSING RECOMMENDATIONS

The AHAC has reviewed local government plans, policies, and procedures; ordinances; regulations; statutes; and the comprehensive plan, among other documents applicable to affordable housing, for evaluation of their impacts on affordable housing. Further, the AHAC has specifically considered and evaluated the strategies set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on this review and evaluation, the AHAC has formulated recommendations to the City Council that it incorporate into its housing strategy certain changes designed to encourage and facilitate the production of affordable housing.

The AHAC, from its review, consideration, evaluation, and recommendations, drafts and submits this report to the City Council, to the Florida Housing Finance Corporation, and the Florida Housing Coalition, as the entity providing statewide training and technical assistance for the Affordable Housing Catalyst Program, which details the scope of its work and the resulting recommendations.

From the review and evaluation of the local government documents listed here, the AHAC makes these recommendations to the City Council that it incorporate into its housing strategy. The AHAC has reviewed, considered, and evaluated the following the strategies provided in the SHIP Statute at Florida Statutes, Sec. 420.9076 (4):

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.
- (b) All allowable fee waivers provided for the development or construction of affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) Affordable accessory residential units.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

## EXPEDITED PERMITTING

**Meeting Synopsis:** The City of Crestview is currently able to, and actively does, adaptively respond to affordable housing requests and provide priority handling of such applications. Expedited permitting is not addressed within the City's Comprehensive Plan or Land Development Code explicitly.

**Existing Strategy:** The processing of approvals of development orders or permits, as defined in s. 163.3164(7) and (8), for affordable housing projects is administratively expedited to a greater degree than other projects, though the strategy is not explicitly addressed in the Comprehensive Plan or Land Development Code.

**AHAC Recommendation:** Adopt, in the Comprehensive Plan and Land Development Code, language addressing the implementation of procedures to prioritize and expedite the permitting process for developments that are considered affordable, as defined in Chapter 420 of the State Statutes.

**Schedule for Implementation:** 12 months – Comprehensive Plan changes; 24 months – Land Development Code changes.

## FEE WAIVERS FOR AFFORDABLE HOUSING

**Meeting Synopsis:** The City of Crestview does not currently have a mechanism to waive water and sewer impact fees. The only impact fees that the city currently collects are related to the City's Water, Sewer and Stormwater Systems. The funds for these utilities are deposited into an enterprise fund (funded solely by revenues from customers) and their fee structure is set by regulatory guidelines, so they cannot be waived. The City is able, through various grant programs, to offset some utility-related or other fees for affordable housing developments.

**Existing Strategy:** The City will continue to be proactive regarding opportunities to use grant funds to offset water and sewer tap fees, as well as other applicable development-related fees.

**AHAC Recommendation:** No change, leave as is.

**Schedule for Implementation:** N/A

## FLEXIBLE DENSITIES

**Meeting Synopsis:** The City does not currently address density bonus provisions for affordable housing in the Land Development Code and Comprehensive Plan. The recently passed Live Local Act serves to circumvent density maximums in certain zoning districts in conjunction with affordable housing projects. The City is currently working on a rewrite of its Comprehensive Plan, which will allow the addition of density bonus provisions for affordable housing, with policy requiring implementation in the Land Development Code as well. Due to changes in Florida Statute since the previous AHAC meeting, the adoption of the Comprehensive Plan update has been delayed, and thereby the adoption of density bonus provisions has been delayed as well.

**Existing Strategy:** The city is subject to, and follows, the statutory guidelines set forth by the Live Local Act that provide for density flexibility across zoning districts within the city.

**AHAC Recommendation:** No change to adopted incentive strategies at this time. Implement density bonus provisions for affordable housing in the Comprehensive Plan during the current rewrite process and adopt accompanying standards within the Land Development Code after the Comprehensive Plan is complete.

**Schedule for Implementation:** 12 months – Comprehensive Plan changes; 24 months – Land Development Code Changes

## RESERVATION OF INFRASTRUCTURE CAPACITY

**Meeting Synopsis:** The City of Crestview currently does not reserve capacity for any development until a development order is issued, and there is no proactive reservation of capacity for affordable housing or any other specific type of development. The expedition of the permitting process for affordable housing developments per 420.9076(4)(a) allows for affordable housing developments to reach the stage of development order issuance before other projects, potentially allowing a more favorable timeline for reservation of infrastructure capacity.

**Existing Strategy:** No specific strategy.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## PARKING AND SETBACK REQUIREMENTS

**Meeting Synopsis:** The City of Crestview Land Development Code does not contain specific parking or setback flexibilities regarding affordable housing developments. That being said, it does provide flexibility in general for any type of development. Section 8.06.06 of the LDC allows for relaxation of codified parking requirements when supported by a parking study derived from competent sources. For example, the city has seen up to a 25% decrease in the number of necessary parking spaces through some of these studies that have been provided. Section 3.04.05 allows for flexibility of up-to 10% of a required setback or required parking through the Administrative Waiver process. This section is in the process of being revised further to provide for greater flexibility to setback requirements for affordable housing. Section 3.05.06 provides for Planned Unit Developments, which allow for greater flexibility in development-specific setbacks.

**Existing Strategy:** The City of Crestview Land Development Code currently allows for parking and setback flexibility.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## AFFORDABLE ACCESSORY RESIDENTIAL UNITS

**Meeting Synopsis:** The City's Land Development Code allows accessory residential dwellings in residential zoning districts that allow single-family residential use (R-1E, R-1, R-2, R-3 and MU). Design standard requirements and structure placement requirements have been evaluated by staff to reduce costs as much as is feasible to allow the construction of affordable accessory residential units.

**Existing Strategy:** The City allows accessory residential structures in all residential zoning districts and the mixed-use zoning district.

**AHAC Recommendation:** No change at this time. Staff should continue to research how other communities address accessory residential units.

**Schedule for Implementation:** N/A

## FLEXIBLE LOT CONFIGURATIONS

**Meeting Synopsis:** The city provides flexibility in lot configurations in two different ways. Section 3.04.05 allows for flexibility of up-to 10% of a required setback or lot coverage requirement through the Administrative Waiver process. As previously stated, a revision of this section is being drafted to provide further flexibility to affordable housing. Section 3.05.06 provides for Planned Unit Developments, which allow for greater flexibility in development-specific design standards, including lot sizes, widths, setbacks, etc.

**Existing Strategy:** The City allows flexible lot configurations to encourage diversity in housing.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## MODIFICATION OF STREET REQUIREMENTS

**Meeting Synopsis:** The City allows for a number right-of-way widths, depending on the type of road proposed. Required right-of-way width for standard public roads is 50 feet, dead end roads with less than 30 units is 40 feet, and one-way streets are 30 feet. These variations allow for flexibility in the design of developments, including those for affordable housing.

**Existing Strategy:** No existing strategy specific to affordable housing, but current requirements allow for flexibility.

**AHAC Recommendation:** No change at this time. Staff should continue to research other options to address this strategy.

**Schedule for Implementation:** N/A

## PROCESS OF ONGOING REVIEW

**Meeting Synopsis:** There is currently no formal process for the consideration of policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing, though such consideration is made by staff in the drafting of such aforementioned items. Staff may invite the AHAC to comment on any future updates to the housing section of the Comprehensive Plan to evaluate if proposed changes will result in an increased cost of housing. Staff shall adopt policy in the Comprehensive Plan requiring the local government to consider the effect that proposed changes in the Comprehensive Plan, Land Development Code, policy, or procedures would have on the cost of housing within the City. Again, due to the delayed adoption of the Comprehensive Plan Update, this strategy has been delayed.

**Existing Strategy:** No formal policy currently exists.

**AHAC Recommendation:** Staff may invite the AHAC to comment on any future updates to the housing section of the Comprehensive Plan to evaluate if proposed changes will result in an increased cost of housing. Staff shall adopt policy in the Comprehensive Plan requiring the local government to consider the effect that proposed changes in the Comprehensive Plan, Land Development Code, policy, or procedures would have on the cost of housing within the City.

**Schedule for Implementation:** 12 months – Comprehensive Plan changes

## PUBLIC LAND INVENTORY

**Meeting Synopsis:** The City has prepared and adopted an inventory list of City-owned properties which are suitable for development of affordable housing. This list is available to the public and developers alike upon request. It should be noted that at this time there are few properties that are both suitable for affordable housing development while also being unencumbered by plans for other public improvement. It is expected that this list will grow following increased acquisition of property through the City's code enforcement process, and the inventory list will be re-evaluated by council as need be in response to the acquisition of additional properties by the City.

**Existing Strategy:** The City maintains an inventory list available to the public or developers upon request.

**AHAC Recommendation:** No change at this time.

**Schedule for Implementation:** N/A

## SUPPORT OF DEVELOPMENT NEAR TRANSPORTATION HUBS

**Meeting Synopsis:** There are not currently any major transportation hubs within the city limits of Crestview. Staff will continue to coordinate with the Okaloosa/Walton TPO as well as the Okaloosa Transit Cooperative in the formulation of transit plans, programs and policies which may lead to the creation of transit systems, more expansive transit networks or transportation hubs within, or near the city limits. The aforementioned Live Local Act provisions in statute provide for development of affordable housing in commercial and industrial zones that would largely be located within or near employment centers or mixed-use areas.

**Existing Strategy:** None

**AHAC Recommendation:** No change at this time. Staff should continue transportation-related coordination with the TPO and Okaloosa County.

**Schedule for Implementation:** N/A



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026  
TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Barry Henderson, Development Services Director, Dawn Barnes  
DATE: 04/23/2026  
SUBJECT: Ordinance 2020 Aplin/Brookmeade Rezoning

## **BACKGROUND:**

On February 16, 2026, staff received an application to amend the zoning designation for property located at Aplin Road and Brookmeade Drive.

The subject property is currently located within the city limits of Crestview with a zoning designation of Mixed-Use (MU).

The application requests the Single and Multi-Family Density Dwelling District (R-3) zoning designation for the property.

The Planning and Development Board recommended approval of the request on April 6, 2026 and the first reading was approved by the City Council on April 13, 2026.

## **DISCUSSION:**

The property description is as follows:

Property Owner: GOFF JOINT REVOCABLE TRUST  
Parcel ID: 21-3N-23-0000-0017-016F & 21-3N-23-0000-0017-0260  
Site Size: 1.57 acres  
Current FLU: Mixed-Use (MU)  
Current Zoning: Mixed-Use (MU)  
Current Land Use: Vacant

The following table provides the surrounding land use designations, zoning districts, and existing uses.

| Direction | FLU                             | Zoning  | Existing Use                   |
|-----------|---------------------------------|---|--------------------------------|
| North     | Residential (R)                 | Single and Multi-Family Density Dwelling District (R-3)                 | Vacant, Day Care, Multi-Family |
| East      | Mixed-Use (MU), Residential (R) | Mixed-Use (MU), Single and Multi-Family Density Dwelling District (R-3) | Church, Single-Family          |
| South     | Residential (R)                 | Single and Multi-Family Density Dwelling District (R-3)                 | Single-Family                  |

|      |                |   |                                  |
|------|----------------|---|----------------------------------|
| West | Mixed-Use (MU) | Mixed-Use (MU), Single and Multi-Family Density Dwelling District (R-3) | Townhomes, Single-Family, Vacant |
|------|----------------|---|----------------------------------|

The subject property is currently vacant, and a development application has not been submitted. Based on the requested zoning designation, the property will be developed for residential use.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on March 16, 2026. The property was posted on March 23, 2026. An advertisement ran in the Crestview News Bulletin on March 26, 2026.

Several residents from the neighborhood attended the Planning and Development Board meeting, expressing concerns regarding the development of the parcels. Their concerns included possible development of multi-family units, the removal of established trees, and wetlands on the properties. One gentleman brought photos (attached) to show the character of the neighborhood and the wetlands on the subject property.

**GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows.

**Foundational** – these are the four areas of focus that make up the necessary foundation of a successful local government.

- Financial Sustainability* – Achieve long term financial sustainability.
- Organizational Capacity, Effectiveness & Efficiency* – To efficiently & effectively provide the highest quality of public services.

**Quality of Life** – these six areas focus on the overall experience when provided by the city.

- Community Character* – Promote desirable growth with a hometown atmosphere.
- Opportunity* – Promote an environment that encourages economic and educational opportunity.
- Community Culture* – Develop a specific identity for Crestview.

**FINANCIAL IMPACT**

The fees for the rezoning request were \$750.00. The cost of advertising was \$212.50.

**RECOMMENDED ACTION**

Staff respectfully requests adoption of Ordinance 2020 on second reading.

**Attachments**

1. Exhibits - Aplin & Brookmeade

2. Neighborhood Photos 1
3. Neighborhood Photos 2

**ORDINANCE: 2020**

**AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.57 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE MIXED-USE (MU) ZONING DISTRICT TO THE SINGLE AND MULTI-FAMILY DENSITY DWELLING DISTRICT (R-3) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:**

**SECTION 1 – AUTHORITY.** The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

**SECTION 2 – PROPERTY REZONED.** The following described 1.57 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 1.57 acres, more or less, being formerly zoned Mixed-Use (MU), is hereby rezoned to Single and Multi-Family Density Dwelling District (R-3) to wit:

**PIN # 21-3N-23-0000-0017-016F**

Commence at the point where the West line of the Southwest 1/4 of Section 21, Township 3 North, Range 23 West, Okaloosa County, Florida, intersects with the South Right of Way line of Aplin Road (66.0 feet Right-of-Way) as now exists; thence go North 89 degrees 50 minutes 30 seconds East 175 feet to the South Right-of-Way of Brookmeade Road; thence South 00 degrees 14 minutes 30 seconds West 90.51 feet to the Point of Beginning; thence continue South 00 degrees 14 minutes 30 seconds West 195 feet to the Northwest corner of Lot 24, Block C, South Pointe Estates; thence North 72 degrees East 132.5 feet; thence North 00 degrees 14 minutes 30 seconds West 155.0 feet; thence North 89 degrees 51 minutes 23 seconds West 125.14 feet to the Point of Beginning.

**PIN # 21-3N-23-0000-0017-0260**

Commence at the Northeast corner of Lot 24, Block C, SOUTH POINTE ESTATES, as recorded in Plat Book 11 Page 85 of the Public Records of Okaloosa County, Florida; thence proceed North 71 deg. 15' 30" East a distance of 60.53 feet to the Point of Beginning; thence continue North 71 deg. 45' 30" East, a distance of 97.59 feet; thence proceed North 49 deg. 40' 40" East a distance of 272.83 feet; thence proceed North 00 deg. 10' 39" East a distance of 40.00 feet to the Southerly right of way line of Aplin Road; thence proceed North 89 deg. 50' 30" West, a distance of 299.78 feet; thence departing said right of way line, proceed South 00 deg. 14'30" West a distance of 247.92 feet to the Point of Beginning of the parcel herein described.

**SECTION 3 – MAP UPDATE.** The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

**SECTION 4 – SEVERABILITY.** If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect

the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

**SECTION 5 – SCRIVENER’S ERRORS.** The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

**SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED.** This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

**SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS.** All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 8 – EFFECTIVE DATE.** This ordinance shall be effective immediately.

Passed and adopted on second reading by the City Council of Crestview, Florida on the 27th day of April, 2026.

ATTEST:

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Natasha S. Peacock  
City Clerk

Approved by me this 27th day of April, 2026.

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J. B. Whitten  
Mayor

# Adopted Zoning



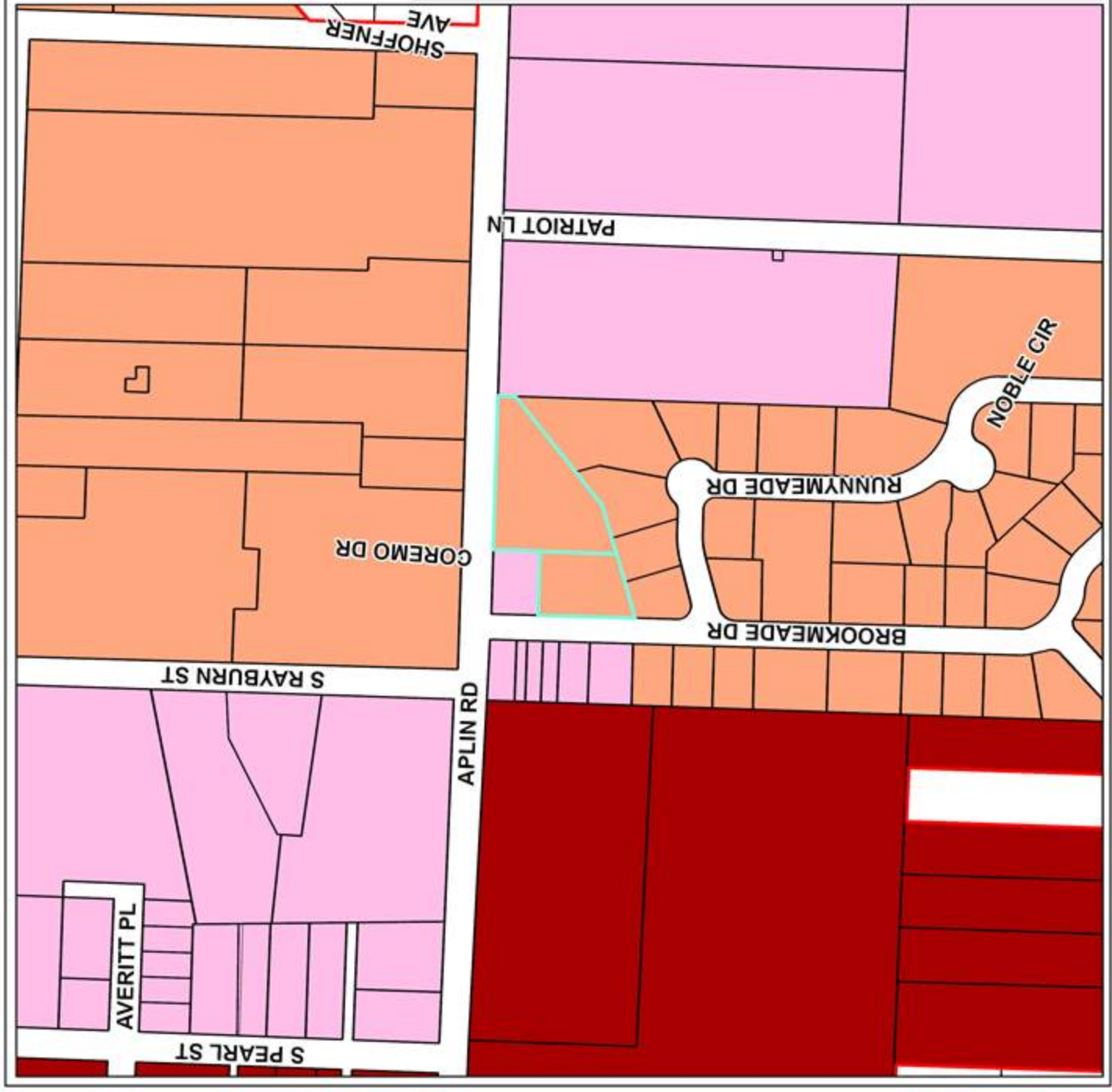
### Legend

- Subject Parcels
- City Limits

### Zoning

#### City Zoning

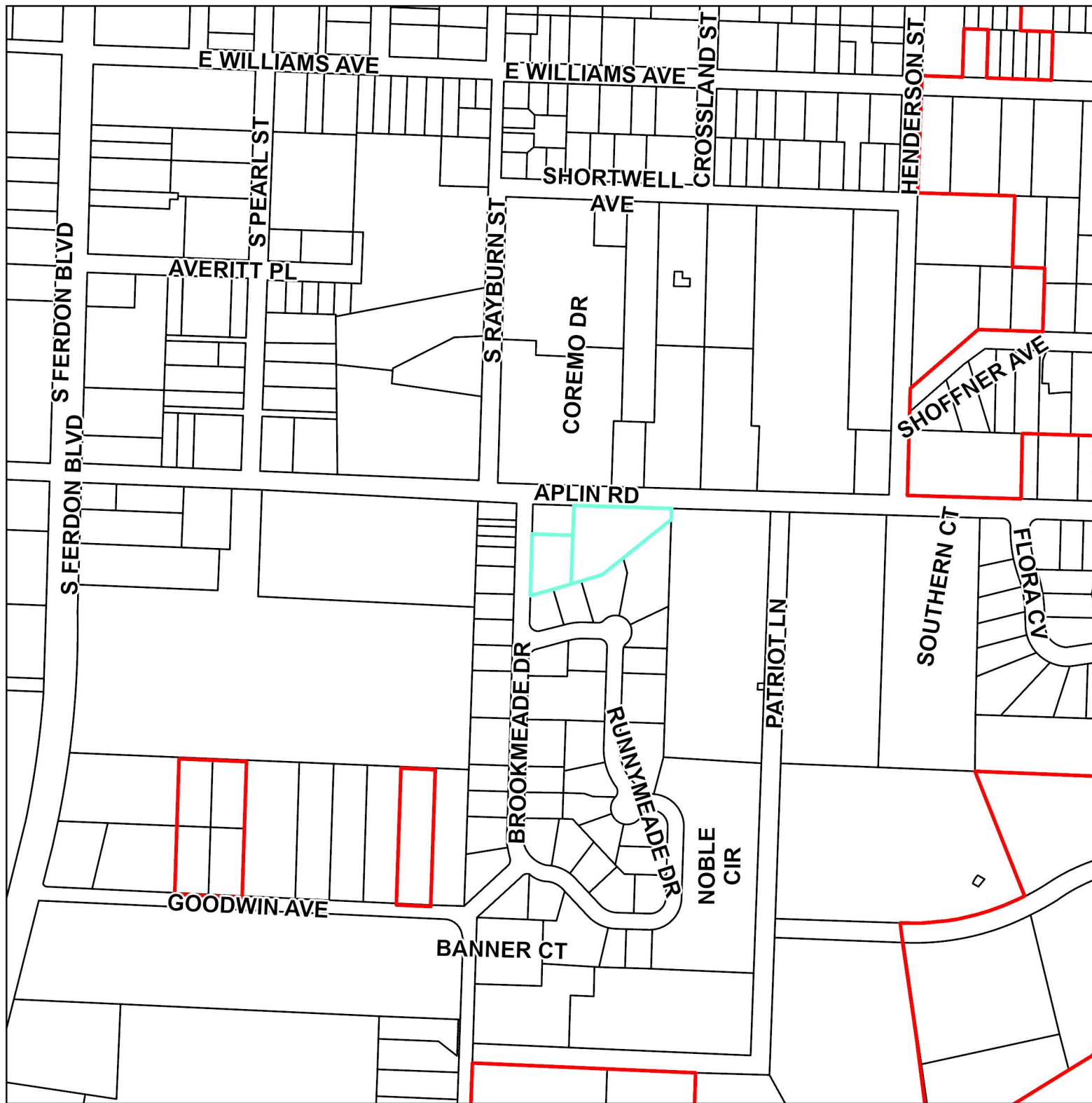
- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)



# Vicinity Map



Not to Scale



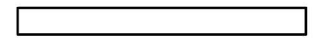
PREPARED BY CITY OF CRESTVIEW  
COMMUNITY DEVELOPMENT SERVICES  
PARCEL INFORMATION PROVIDED BY  
OKALOOSA COUNTY GIS DEPARTMENT  
NAD 1983 STATE PLANE, NORTH ZONE  
U.S. SURVEY FEET Page 43 of 63

# Existing Use

N



0 180 360



Feet

## Legend

 Subject Parcels

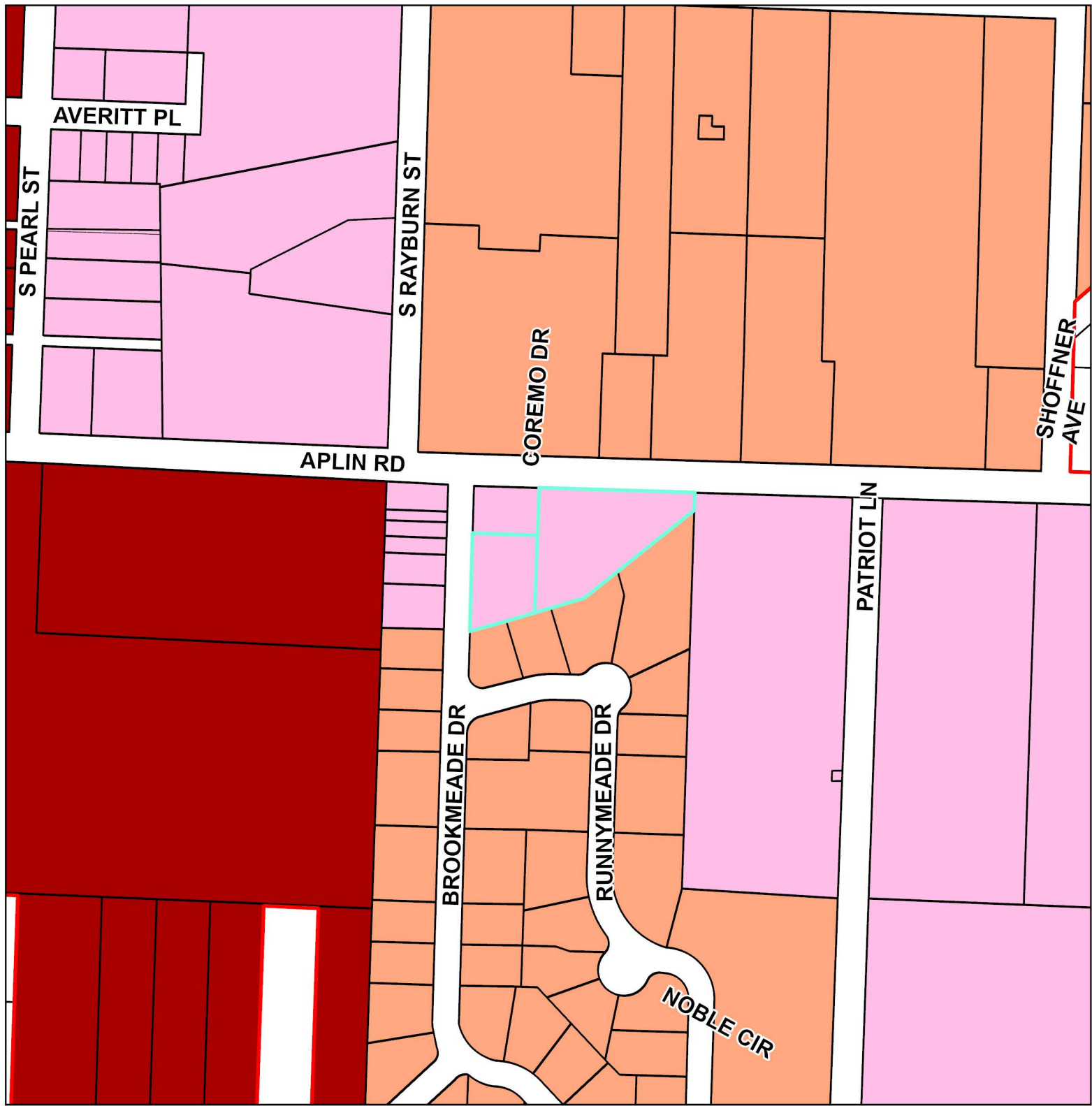
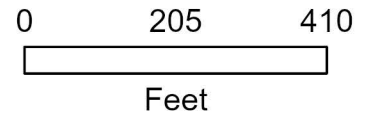
 City Limits

## Use Description

-  CHURCHES
-  MFR HOME
-  MOBILE HOME
-  MULTI-FAMILY
-  MUNICIPAL
-  OFFICE BUILDINGS
-  PRVT SCHL/DAY CARE
-  SFR/TOWNHOUSE
-  SINGLE FAMILY
-  STORAGE/OFFICE
-  UTILITIES
-  VACANT
-  VACANT COMMERCIAL
-  WAREHOUSE-STORAGE



# Current Zoning

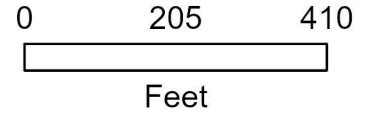


## Legend

- Subject Parcels
- City Limits
- Zoning**
- City Zoning**
- Single Family Estate Dwelling District (R-1E)
- Single Family Low Density District (R-1)
- Single Family Medium Density District (R-2)
- Single and Multi-Family Dwelling District (R-3)
- Mixed Use (MU)
- Commercial (C-1)
- Commercial (C-2)
- Industrial (IN)
- Public Lands (P)
- Conservation (E)
- Planned Unit Development (PUD)

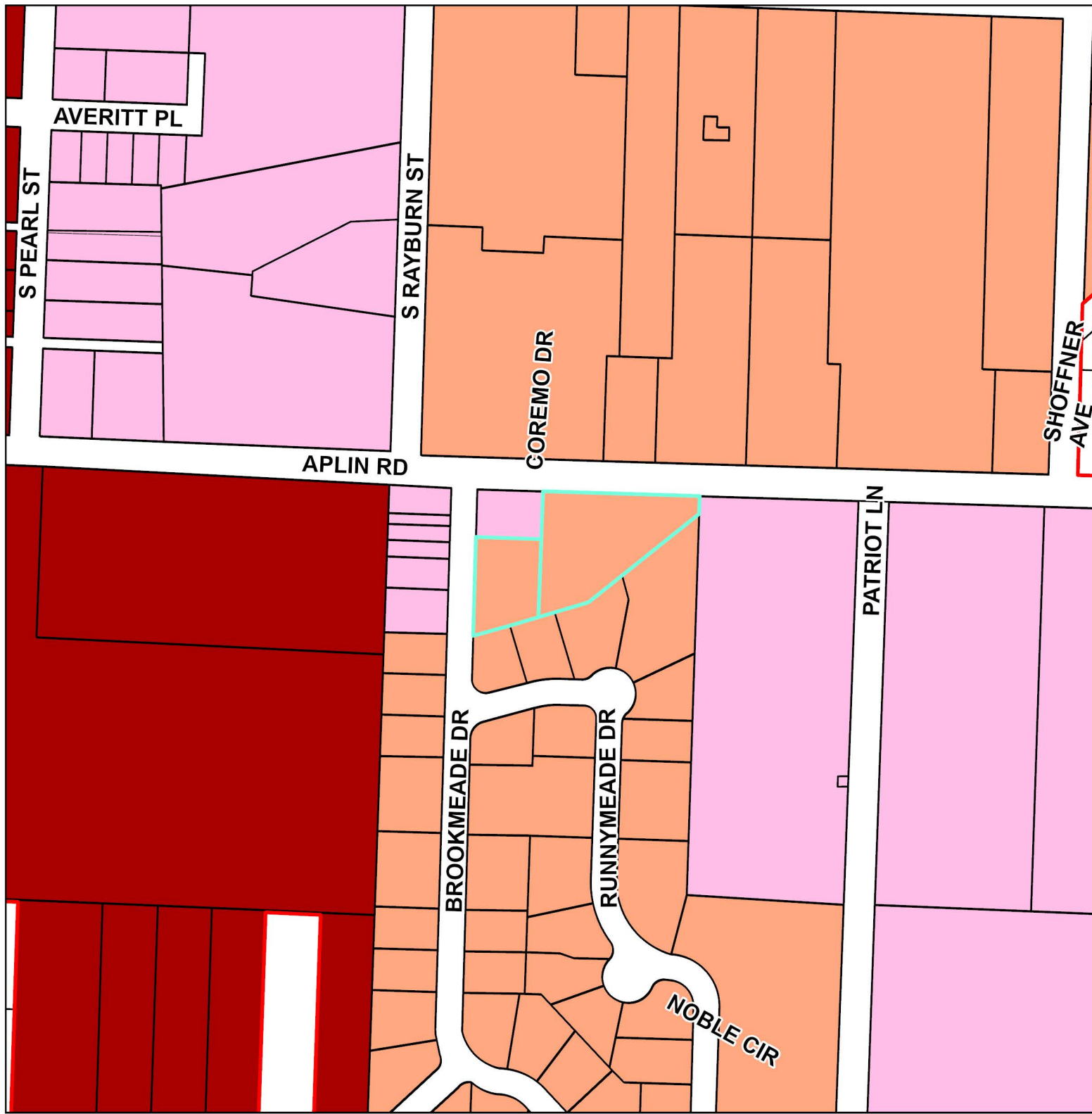
# Proposed Zoning

N



## Legend

- Subject Parcels
  - City Limits
- ### Zoning
- #### City Zoning
- Single Family Estate Dwelling District (R-1E)
  - Single Family Low Density District (R-1)
  - Single Family Medium Density District (R-2)
  - Single and Multi-Family Dwelling District (R-3)
  - Mixed Use (MU)
  - Commercial (C-1)
  - Commercial (C-2)
  - Industrial (IN)
  - Public Lands (P)
  - Conservation (E)
  - Planned Unit Development (PUD)

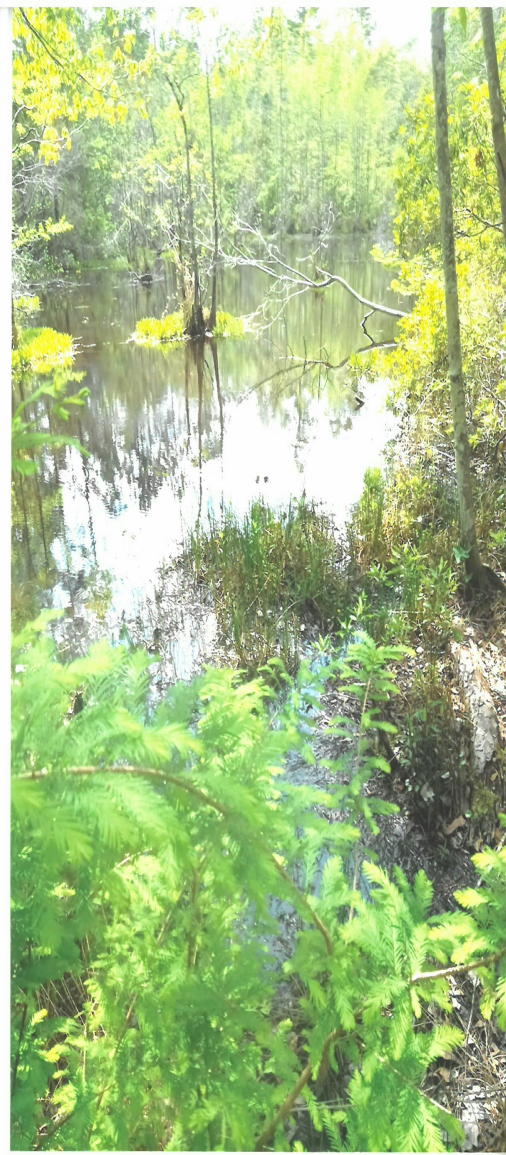




316 Runnymede Dr



322 Runnymede Dr



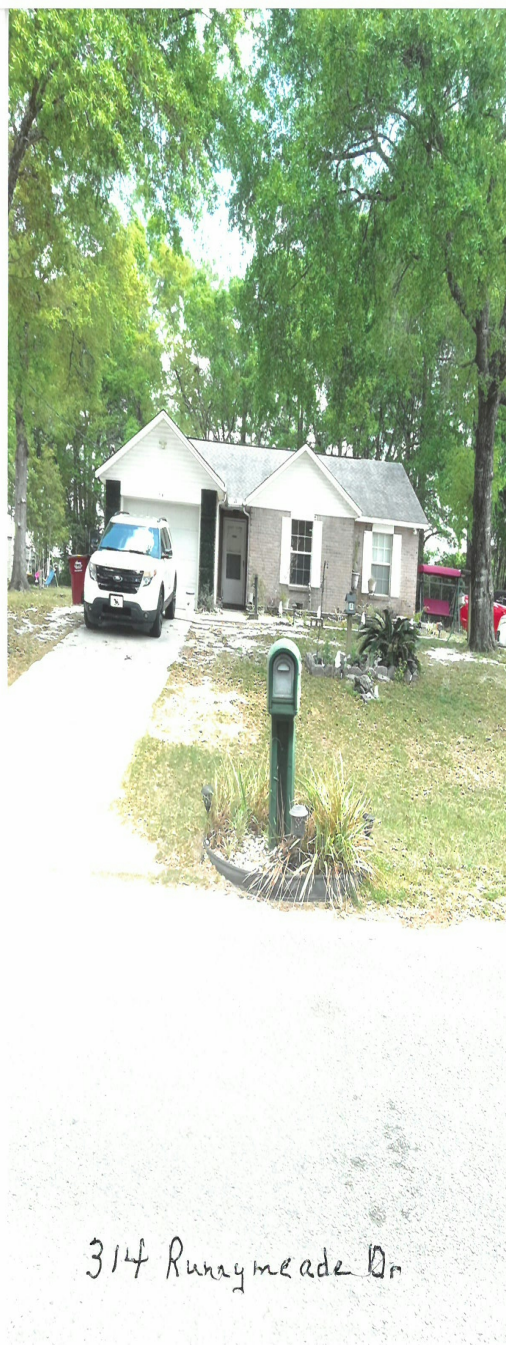
324 Runnymede Dr



318 Runnymede Dr  
Page 47 of 63



110 Brookmeade Dr



314 Runymeade Dr



201 Brookmeade Dr



104 & 108 Brookmeade Dr



Daycare corner of Brookmeade and Applin



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Andrew Schneider, Stephen McCosker, Police Chief  
DATE: 04/23/2026  
SUBJECT: Federal Foreiture Purchases

## **BACKGROUND:**

The Crestview Police Department participates in a multi-agency drug task force. In this partnership, the agency coordinates with Federal Law Enforcement partners during investigations, that upon conviction of criminals in those cases, may result in the seizures of assets and dollars. As participants, the Federal Government disperses those assets in a dollar value to participating agencies in specific drug cases and those dollars are allowed to be used for specific items that assist in future investigations. Those funds have already been disbursed to the City of Crestview Police Department's budget, and are strictly regulated.

## **DISCUSSION:**

Federal Law requires the governing body of any Law Enforcement Agency to approve the purchase of any expenditure associated with the Federal Seizure Money. These funds are known as Forfeitures.

As the scope of purchases are strictly regulated, the following items are qualifying items that can be purchased with the Federal Seizure Monies and the Crestview Police Department is seeking their approval.

1. Law Enforcement K-9 (Canine) and associated Law Enforcement Detection Implementation, training, and equipment: \$15,000.00
2. Crime Scene Photography 3D Scanning Equipment Technology and associated software: \$15,000.00
3. Tactical Pole Mounted Camera System: \$7,000.00
4. Two (2) Special Investigations GPS Tracking and Mapping Systems with included software and associated equipment: \$2,583.00

Currently, there is an approximate balance of \$40,300.00 in Forfeiture Funds. These funds continue to increase as the resolution of federal prosecution of criminals involved in drug activities renders additional forfeiture dollars.

The collective cost for the proposed expenditures from the Forfeiture Funds is: \$39,583.00

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Financial Sustainability-* Achieve long term financial sustainability

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Safety-* Ensure the continuous safety of citizens and visitors

### **FINANCIAL IMPACT**

There is no financial impact related to these purchases. The monies for these expenditures will come from the Federal Asset Forfeiture Fund, which currently has an accumulated balance of approximately \$40,300.

### **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the collective purchase of items requested by using the Federal Foreiture Fund for the expenditure in accordance with Federal Law.

### **Attachments**

None



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Carlos Jones, Director  
DATE: 04/23/2026  
SUBJECT: Emergency Purchase - West Griffith Storm Pipe Replacement

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## **BACKGROUND:**

The drainage system on W Griffith Avenue has been deteriorating for a while. In order for this system to be repaired properly, it is imperative that the storm pipe be repaired/replaced to alleviate the risk of collapse and blockage and likely property damage which would be detrimental to the health, safety and welfare of the City and its residents.

## **DISCUSSION:**

It is necessary to install/repair the CIPP liner on W Griffith Avenue. This is a time-sensitive project that needs approval to avoid future deterioration that would likely cost more if/when the current system fails. Note that the attached information provided indicates that this provider is the sole source, as the vendor, Pensacola Concrete Construction Company, is the only local vendor with the proper materials and equipment that can perform the work in a timely manner.

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Infrastructure-* Satisfy current and future infrastructure needs

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Safety-* Ensure the continuous safety of citizens and visitors

## **FINANCIAL IMPACT**

It is necessary to reallocate money from the West Walnut project that was previously approved in the 1/2 cent budgetary items. The total budget for the project was \$200,000. The reallocation of money from the West Walnut Project to the W Griffith Avenue project will be \$163,618.23. The account number for the project is 001-1142-541.63-00.

## **RECOMMENDED ACTION**

Staff respectfully requests a motion to approve the sole source vendor and reallocation of money to renovate the failing drainage system on W Griffith Avenue.

## **Attachments**

1. W Griffith Sole Source Info 4.21.26



Project # 261213

Justification for Sole Source Purchases or Contracts

Purpose

Sole source justification provides evidence that a competitive procurement is impractical. Staff must request approval for the sole source procurement of equipment, construction, supplies or services when a purchase will exceed \$7,500. All purchases over \$100,001 require City Council approval.

Statement:

I am aware that the City of Crestview requires competitive procurements whenever practicable. I am requesting a sole source procurement based on the criteria stated above. These statements are complete and accurate based on my professional judgment and investigations.

Requestor: Michael Clinton
Department: Street Division
Date: 4-13-26

Requestor Signature: [Signature]
Budget Line: 001-1142-541-03-00
New Vendor: Yes / No

Vendor Name: Pensacola Concrete
Amount/Value: 163,618.23

If yes, will need to complete a W9 and may need to provide insurance information.

Briefly describe the equipment, construction, supplies or services requested, and its purpose or use:

CIPP Liner to repair failing drainage system on W. Griffith Avenue.

What are the consequences or risks of not securing this equipment, construction, supplies or services from this company?

By not repairing the storm pipe, continued deterioration occurs causing an increased risk for collapse or a blockage. Failure can cause flooding and property damage.

Please provide information that supports your specific requirements necessitating a sole source purchase:

Pensacola Concrete is the only local vendor in the area that can perform the work in a timely manner with the proper material & equipment.

Approvals:

Department Head: Up to \$7,500 [Signature]
Finance Director: \$7,501-\$50,000
City Manager: \$50,001-\$100,000
City Council: \$100,000 and over

Michael Clinton  
 City of Crestview

April 13, 2026

Re: W Griffith Ave 48" CIPP Liner

| Item No.                    | Description                                      | QTY | Unit | Unit Price | Total               |
|-----------------------------|--|-----|------|------------|---------------------|
| <b>SUMMARY OF UTILITIES</b> |  |     |      |            |                     |
| 1                           | Mobilization / Freight                           | 1   | LS   | \$5,187.93 | \$5,187.93          |
| 2                           | MOT  | 1   | LS   | \$375.00   | \$375.00            |
| 3                           | Pre-Cleaning + Pre-Video Inspection of Host Pipe | 285 | LF   | \$7.50     | \$2,137.50          |
| 4                           | Furnish & Install 48" CIPP Liner                 | 285 | LF   | \$547.08   | \$155,917.80        |
| 5                           | Remove + Re-set Top to Drainage Structure        | 1   | EA   | \$2,812.50 | \$2,812.50          |
| 6                           | Cut & Patch Around Manhole                       | 1   | LS   | \$1,689.50 | \$1,689.50          |
| <b>PROPOSED TOTAL</b>       |  |     |      |            | <b>\$163,618.23</b> |

**Notes:**

1. Pipe to be in lineable condition, any excavation/point repairs are excluded from pricing.
2. Post installation video to be provided via Dropbox.

Sign:

Date:

\_\_\_\_\_  
 Authorized Signature

*If there are any questions concerning this proposal please feel free to call me at my office (850) 476-0026.*

*Respectfully Submitted by,*

*Ben F. Joyner*

*Ben Joyner III / Project Manager*

*Pensacola Concrete Construction Company, Inc.*



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council  
 CC: City Manager, City Clerk, Staff and Attorney  
 FROM: Natasha Peacock, City Clerk  
 DATE: 04/22/2026  
 SUBJECT: Council Boards Appointments

**BACKGROUND:**

The elected officials currently sit on various boards for the region, county, and city. Currently, we have three boards that have open positions that need to be filled by the Council.

**DISCUSSION:**

| Appointment                     | Term             | Council Member |
|---------------------------------|------------------|----------------|
| Okaloosa Library Coop Primary   | 11/29/2024-11/26 | Shannon Hayes  |
| Okaloosa Library Coop Alternate | 2-year term      | none           |
| Main Street Primary             | 11/05/2024       | Mayor Whitten  |
| Main Street Alternate           | 2-year term      | none           |
| Okaloosa EDC Primary            | 11/05/2024       | Mayor Whitten  |
| Okaloosa EDC Secondary          | 11/19/2024       | Shannon Hayes  |

Okaloosa EDC Alternate 11/19/2024 Brandon Frost

Tourist Development Council Currently Doug Capps

OK/Walton TPO Primary 11/05/2024 Mayor Whitten

OK/Walton TPO Member #2 11/19/2024 Shannon Hayes

OK/Walton TPO Member #3 11/19/2024 Doug Capps

OK/Walton TPO Alternate 11/19/2024 Dusty Allison

Okaloosa League of Cities 11/05/24 Mayor Whitten

Okaloosa County Gas District 12/13/22-12/12/26 Andrew Rencich

Emerald Coast Regional Mayor Whitten

Tri County Comm. Partnership Primary 11/19/2024 Dusty Allison

|   |               |
|---|---------------|
| ECRC Transit Coop Board<br>Primary              | None          |
| ECRC Transit Coop Board 11/19/2024<br>Alternate | Shannon Hayes |

**Okaloosa Library Cooperative**-The City has a primary representative but requires an alternate. This is a two-year term; the alternate would serve through November 2026.

**Main Street**-The City has a primary representative but requires an alternate. Former Councilmember Ryan Bullard previously served as alternate; that term ended in November 2025. No replacement appears to have been appointed at that time.

**Okaloosa EDC, TPO, and TDC**-All appointments are filled through the current election cycle. No action is needed at this time.

**Okaloosa County Gas District**-The board seat is currently held by former Councilmember Andrew Rencich. Per communication with an Okaloosa Gas representative, Mr. Rencich may continue to serve through the end of his term. As he currently serves as President of that Board, the organization has expressed a preference for continuity in that role. Council will have the opportunity to appoint a current Councilmember when his term concludes.

**ECRC Transit Cooperative Board**-There is a vacancy in the primary position. This term runs concurrently with the appointed Councilmember's elected term.

**GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational**- these are the areas of focus that make up the necessary foundation of a successful local government.

*Organizational Capacity, Effectiveness & Efficiency*- To efficiently & effectively provide the highest quality of public services

*Communication*- To engage, inform and educate public and staff

**Quality of Life**- these areas focus on the overall experience when provided by the city.

*Community Character*- Promote desirable growth with a hometown atmosphere

*Opportunity*- Promote an environment that encourages economic and educational opportunity

**FINANCIAL IMPACT**

N/A

**RECOMMENDED ACTION**

Staff respectfully requests a motion to fill the vacant seats.

**Attachments**

None



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Gina Toussaint, Finance Director  
DATE: 04/23/2026  
SUBJECT: Financial Update - Finance Director

## **BACKGROUND:**

This is a presentation of the monthly financial information as required by the City Charter.

## **DISCUSSION:**

Below, you will find the links to the March payment registers, as well as the February 2026 Monthly Financial Statement.

Follow this link by clicking on the icon with the arrow for the [March](#) Check Registers.  
Follow this link by clicking on the icon with the arrow for the [March](#) Amazon Registers.  
Follow this link by clicking on the icon with the arrow for the [February](#) Financial Statement.

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Financial Sustainability-* Achieve long term financial sustainability

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Infrastructure-* Satisfy current and future infrastructure needs

*Communication-* To engage, inform and educate public and staff

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Community Character-* Promote desirable growth with a hometown atmosphere

*Safety-* Ensure the continuous safety of citizens and visitors

*Mobility-* Provide safe, efficient and accessible means for mobility

*Opportunity-* Promote an environment that encourages economic and educational opportunity

*Play-* Expand recreational and entertainment activities within the City

*Community Culture-* Develop a specific identity for Crestview

## **FINANCIAL IMPACT**

For informational purposes.

**RECOMMENDED ACTION**

No action required.

**Attachments**

None



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Presentation

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM:  
DATE:  
SUBJECT: City Manager Updates

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## **BACKGROUND:**

## **DISCUSSION:**

### **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Financial Sustainability-* Achieve long term financial sustainability

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Infrastructure-* Satisfy current and future infrastructure needs

*Communication-* To engage, inform and educate public and staff

**Quality of Life-** these areas focus on the overall experience when provided by the city.

*Community Character-* Promote desirable growth with a hometown atmosphere

*Safety-* Ensure the continuous safety of citizens and visitors

*Mobility-* Provide safe, efficient and accessible means for mobility

*Opportunity-* Promote an environment that encourages economic and educational opportunity

*Play-* Expand recreational and entertainment activities within the City

*Community Culture-* Develop a specific identity for Crestview

## **FINANCIAL IMPACT**

## **RECOMMENDED ACTION**

Staff respectfully requests a motion

**Attachments**

None



# Staff Report

CITY COUNCIL MEETING DATE: April 27, 2026

TYPE OF AGENDA ITEM: Presentation

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TO: Mayor and City Council  
CC: City Manager, City Clerk, Staff and Attorney  
FROM: Nicholas Schwendt, Strategic Initiatives Director  
DATE: 04/23/2026  
SUBJECT: Department Report- Administrative Services

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## **BACKGROUND:**

The Administrative Services Department consists of the Human Resources, Information Technology (IT) and Public Information divisions. The HR division is responsible for payroll, employee wellness, risk management, property and liability insurance, employee benefits, training and development, hiring, and employee discipline. The IT division is responsible for cyber security, network infrastructure, device management, user account management, as well as procurement and management of our facilities' security systems. The Public Information department is responsible for public relations, press releases, management of our primary social media accounts and the city website, facilitating digital access to our public meetings, and producing media associated with our initiatives and events. The Administrative Services department is a team of 10, including the director, one manager for each division (HR Manager, IT Manager and the Public Information Officer), and an additional 5 full-time and 1 part-time staff.

## **DISCUSSION:**

The Administrative Services Director will present information regarding data, projects and initiatives pertaining to the HR, IT and Public Information Divisions of the Administrative Services Department.

## **GOALS & OBJECTIVES**

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

**Foundational-** these are the areas of focus that make up the necessary foundation of a successful local government.

*Organizational Capacity, Effectiveness & Efficiency-* To efficiently & effectively provide the highest quality of public services

*Communication-* To engage, inform and educate public and staff

## **FINANCIAL IMPACT**

None

## **RECOMMENDED ACTION**

N/A

## **Attachments**

None